

17 JAN 1963

MEMORANDUM FOR: SSA/DDS

SUBJECT: Information re Local Transportation

1. Full time chauffeurs with cars are assigned to the Directors of the following offices:

DCI, DDCI, ED/DCI, DDP, DDI, DDR, DDS

2. One chauffeur is on a standby basis from 1700-1900 hours each work day for the exclusive use of the Division and Staff Chiefs of DDP.

3. Shuttle service from 0830-1700 is operated between the various Agency buildings, the State Department and Pentagon as shown in the Shuttle Bus schedule dated 3 December 1962. Personnel needing official transportation to points not serviced by this schedule may request transportation from the Passenger Vehicle Branch through their respective Administrative Offices.

4. Vehicles are available on a U-Drive-It basis to personnel who choose to drive themselves. A CIA Drivers Permit and a request from their respective Administrative Office is required. Requests for a vehicle exceeding 48 hours must be in writing. At no time is a vehicle authorized to be parked at a place of residence.

5. Dispatchers are on duty from 0630 to 1800 each working day on extension 7878. The Watch Office, extension 7551, receives requests for transportation at all other times.

6. Commercial bus transportation is provided by the W. V. & M. Coach Company and provides service from 11th and E to Fairfax via the Headquarters Building and from Shirlington to the Headquarters Building. Attached is a commercial schedule dated 4 June 1962 which gives details of this service. There is no service on Sundays.

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7. On 4 February 1963 the D. C. Transit Company will provide connecting bus service each work day from Western and Wisconsin Avenues (Friendship Heights) via Cabin John Bridge to the Headquarters Building. The fare will vary from \$.22 (Headquarters to MacArthur Boulevard) to \$.44 (Headquarters to Friendship Heights). An additional \$.20 is charged for a transfer to any point in D. C.

  
Chief, Logistics Services Division, OL

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**Approved For Release 2000/08/25 : CIA-RDP68-00140R000200450002-9**

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